

**DEPARTMENT OF THE ARMY**  
**1109<sup>th</sup> Aviation Classification Repair Activity Depot**  
**139 Tower Avenue, Groton – New London Airport**  
**Groton, Connecticut 06340-5300**

STANDING OPERATING PROCEDURE  
Number 710-11

15 November 2001

**Processing Non-DLR Class IX Repair Parts and  
Military Interdepartmental Purchase Requests (MIPR)  
through the CT AVCRAD**

1. **Reference.** Memorandum, NGB-AVS, dated 15 November 2001, subject: Aviation Community Class IX Support/Funding and Accounting.
2. **Purpose.** This Standing Operating Procedure (SOP) prescribes policies and procedures to be used by CT AVCRAD supported units (customers) for the requisition of ordinary non-Depot Level Repairable (DLR) Class IX aviation repair parts through the CT AVCRAD. This SOP also provides guidance for the processing of Military Interdepartmental Purchase Requests (MIPR) (DD Form 448) to fund for the aviation non-DLR Class IX repair parts requisitioned through the CT AVCRAD.
3. **Applicability.** The guidance contained in this SOP is applicable to all units supported by the CT AVCRAD for the purpose of requisitioning aviation non-DLR Class IX repair parts through the CT AVCRAD.
4. **General.**
  - a. Each state, Army Aviation Support Facility (AASF), or aviation unit supported by the CT AVCRAD will process their Class IX repair parts requisitions via the Unit Level Logistics System - Aviation (ULLS-A) National Guard Bureau Communications Utility (NGBCU) to the CT AVCRAD. This includes both DLR and non-DLR Class IX repair parts.
  - b. DLR Class IX is funded by National Guard Bureau (NGB) directly to the United States Property and Fiscal Officer (USPFO) for Connecticut. The CT AVCRAD provides a breakdown by state and DODDAC to each State Army Aviation Officer (SAAO) of the DLR funding for the units within that state.
  - c. Each state (unit) receives the non-DLR Class IX funding through their respective USPFO. Each SAAO will determine the amount of non-DLR Class IX funding they wish to allocate for processing of non-DLR Class IX transactions through the CT AVCRAD. Each state will provide funds for non-DLR Class IX processing to the CT AVCRAD utilizing a MIPR, DD Form 448. The MIPR will be processed by the state's USPFO and forwarded to the USPFO for CT. The standard established between the CT AVCRAD and the USPFO for CT will be a single MIPR processed

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for the entire year. Any changes will be done by amendments to the original MIPR. MIPR processing procedures are as follows.

- (1) The MIPR will be sent to the following address (via mail or fax):

Department of the Army, NGB  
USP&FO for CT, P&C DIVISION  
ATTN: Grants and Agreements Specialist  
360 Broad Street  
Hartford, CT 06105-3779

FAX - USPFO for CT – DSN 636-7874, Commercial (860) 524-4874.

- (2) A copy of the MIPR must also be faxed to the CT AVCRAD, ATTN: CT AVCRAD Budget Analyst, at DSN 636-0941 or commercial (860) 441-2941. This is to ensure that the CT AVCRAD is aware of the MIPR being processed and for the CT AVCRAD to confirm receipt by the USPFO for CT.

- (3) The CT AVCRAD Budget Analyst will notify the SAAO of receipt of the MIPR. This will be accomplished by either e-mail or through telephonic means. At that time the unit may start processing requests. All requests will be funded from assets provided by the MIPR.

- (4) The CT AVCRAD Budget Analyst will use the faxed copy of the MIPR to verify the receipt of the original copy of the MIPR mailed to the USP&FO for CT.

- (5) The Grants and Agreements Specialist will make distribution to the Fiscal Division and Logistics Division at the USPFO for CT and ensure that the acceptance is received by the issuing state's USPFO. The USPFO for CT will fax back an acceptance copy to the supported state USPFO within five working days.

- (6) Each customer's USPFO should submit one MIPR per year for the processing of non-DLR Class IX repair parts. The MIPR should include all DODAACs, AMSCOs, and the dollar amount (by DODAAC) the SAAOs are authorizing for the processing of repair parts.

- (7) Each quarter the SAAO should coordinate with their respective USPFO to adjust funding, as required. In turn, the USPFO should provide an amendment of the original MIPR to the USPFO for CT. Copies of amendments should also be faxed to the CT AVCRAD Budget Analyst at DSN 636-0941 or commercial (860) 441-2941. If a unit expends all funds

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provided by a MIPR, the SAAO should increase available funding by providing an amendment to the original MIPR.

d. RAID/Counter Drug Funding. The CT AVCRAD will accept and process requests pertaining to non-DLR Class IX funding for RAID units. The procedures stated above in this paragraph will also be utilized for RAID transactions.

(1) If a state has been allocated counter drug non-DLR Class IX funding, but does not have a RAID unit assigned to the state, the following procedures will be utilized.

(a) The SAAO must provide documentation of the flying hours flown by the unit to the state USPFO.

(b) The supported state's USPFO will transfer the non-DLR Class IX counter drug dollars to the appropriate unit's AMSCO. The non-DLR Class IX counter drug funding may then be sent to the CT AVCRAD via MIPR amendment as described above.

e. Fund Accounting.

(1) Funds drawn down from each MIPR will be accomplished using the ARMMIS Transaction History Report. The Transaction History Report will be provided to the USP&FO for CT Fiscal Division monthly (or as needed). When the USPFO for CT Fiscal Division completes the draw down from each MIPR, they will notify the CT AVCRAD Budget Analyst by e-mail. This will be accomplished by confirming dollar amount, by DODAAC, AMSCO and MIPR Number. The USPFO for CT will then bill the appropriate USPFO.

(2) Transaction History Reports will be sent to the appropriate Army Aviation Support Facility weekly.

(3) Class IX DLR and non-DLR Class IX accounting reports will be sent to the SAAOs weekly.

f. Cost Transfers. Cost Transfers are funds that are debited from a state's MIPR for items issued from the CT AVCRAD Authorized Stock List (ASL) to a supported unit. Cost transfers are accomplished every two weeks. These transactions will be included in the Transaction History Report for each unit (DODAAC) and in the accounting reports.

5. **Phase Maintenance or other Contract Requirements.**

a. Funds sent to the CT AVCRAD cannot be retransmitted via a MIPR to another location.

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For example, if a state is requesting an aircraft phase inspection be completed at a third party location, a new MIPR for non-DLR Class IX funding must come from the originating state to support that request. The USPFO for CT cannot retransmit your funding. This would also be true for any other contract requirements utilizing non-DLR Class IX funds.

b. For phase maintenance inspections completed at the CT AVCRAD, the supported units non-DLR Class IX funds will be utilized to support the phase inspection. SAAOs and AASF maintenance officers will need to plan on the expenditure of these funds in advance.

6. **End of Fiscal Year Procedures.**

a. The preponderance of non-DLR Class IX funding should be forwarded to the USPFO for CT no later than the end of the third quarter (30 June).

b. All non-DLR Class IX expenditures must be executed NLT 15 August. Funds not expended by 15 August will be returned to the respective state.

c. Exceptions can be made to the above procedures, such as a late fourth quarter Combat Training Center rotation, with prior coordination.

7. **Points of Contact.**

a. CT AVCRAD Budget Office: MR R. Phillip Ward, DSN 636-0923, commercial (860) 441-2923, e-mail [phillip.ward@ct.ngb.army.mil](mailto:phillip.ward@ct.ngb.army.mil).

b. CT AVCRAD Class IX Manager, MR Mark J. Ferguson, DSN 636-0947, commercial (860) 441-2947, e-mail [mark.ferguson@ct.ngb.army.mil](mailto:mark.ferguson@ct.ngb.army.mil).

b. USPFO for CT, Grants and Agreements Specialist, SSG Katarzyna B. Zarzycka, DSN 636-7875 or commercial (860) 524-4875, e-mail [katarzyna.zarzycka@ct.ngb.army.mil](mailto:katarzyna.zarzycka@ct.ngb.army.mil).

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